



WIC Director

The WIC director plans, directs, coordinates, implements and evaluates the services provided by the WIC program.

Manages and directs operations of the WIC Department and Nutrition Services. Develops policies and procedures and formulates educational programs in accordance with the State and Federal guidelines.

Supervises the activities of the nutrition staff including the clerk, CNWs and nutritionist

Ensures that staff maintains competency in their work areas.

Evaluates staff periodically through meetings, file reviews, reports and evaluations.

Works with staff to plan outreach, breastfeeding and nutrition education activities.

Uses staff evaluations to plan training and in-service activities.

Plans clinics and staffing to ensure prompt, quality services

Coordinates all functions of the department and acts as the WIC Director.

Promotes and supports breastfeeding for all WIC infants.

Develops and recommends preliminary budget for WIC Department under the supervision of the Chief Financial Officer. Responsible for monitoring revenues and expenses and providing explanation for variances. Requests and justifies requests for additional support staff and/or changes.

Acts as FHC liaison or contact person with Federal, State and local officials involved with WIC.

Analyzes and reviews services provided and assessment of patients' needs in order to plan future activities.

Plans, organizes and directs the day-to-day operations of the WIC Department. Develops goals and objectives and establishes and implements policies and procedures for effective, efficient operations.

SUPERVISORY SKILLS:

Coaches and manages the staff of the WIC department by performing the following functions: hiring, appraising performance and setting performance improvement goals, disciplinary action including termination. Maintains knowledge of Human Resources policies and procedures to effectively manage staff. Assists Human Resources in the development of job descriptions and maintaining current job descriptions. Oversees and manages volunteer students as necessary.

QUALIFICATIONS:

Must have a Bachelor of Science Degree and have an active status as a Registered Dietitian with Academy of Nutrition and Dietetics.

Master's degree is preferred.

Must have (4) plus years of related experience at the management level preferably in a community healthcare setting.

Ability to speak Spanish is preferred.

Prefer computer skills to be at intermediate level in Microsoft Office.

How to Apply: Please apply on our [website](#)

Contact Information:

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